



ACE PRACTICAL PORTFOLIO

PRESENTATION

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1. SWOT analysis

Strengths

- Communication skills
- Teamwork skills
- Organisation, planning skills
- Problem solving skills
- Adaptability skills and flexibility skills
- Action planning skills
- Self-awareness skills
- Initiative skills
- Confidence skills and personal impact

Weaknesses

- Absence of my experience
- Weak maintenance and establishment of network skills
- Not much better at scheduling resource process
- Not better at experimenting along with new process, negotiations and methods
- Changing conditions
- Difficult to work within deadlines to establish work schedule, timetable and contingency plan
- Gaps within my experience with knowledge
- Difficult to generate concepts
- Difficult to seek help and advice

Opportunities

- Help from internet
- New innovative concepts
- Knowledge about new technology
- Evaluating information and setting goals
- Working ability as independently
- High growing sector
- Trying for accomplishment of new role and project, forcing to learn some new skills
- Specific skills, such as second language
- Identify needs for my workplace
- Sense of the control

Threats

- Poor advertising skills
- More competition
- Negative outcomes
- Arguments, misconducts
- Absence of experience, leading to mistakes, miscalculations
- Confusion in changing work circumstances
- Create threats regarding future work
- More competition within my field
- Inability for maintaining networks

2. Time management tools

- Following are some ways; I can enhance my skills for time management:
- Managing my calendar
- Setting long-term goals and short-term goals (Cotronei-Baird, 2020)
- Prioritising my assignments

3. PDP

- **GAINING THE EMPLOYABILITY SKILLS**
- **By academic study**
- I am required to become quite aware that my learning process goes by during my higher education having value within other contexts. In addition to this, as stated by Osmani *et al.* (2019), writing dissertation, for instance, includes using time management, analysis and research skills along with total project management and planning.

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- **By work experience**
- Additionally, as opined by Wrye, Chafin and Higginbotham (2019), skills of project management are established by high-level exposure upon industrial placement and simpler, like recognising stockroom databases regarding small retailers.
- Furthermore, communication acts as fundamental towards most jobs, while I need to deal along with the distressed people, as working with difficult team to persuade someone for taking on my side to have over to offer as someone having basic skills as interpersonal.

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- **During the leisure time**
- As explained by Hart (2019), included within community groups carries out with family responsibilities that also can establish employability skills.
- Following are certain instances regarding how activities of leisure-time can encourage employability:
- Organisational skills are established by bringing up family as being full-time student
- Leadership qualities are established by being university society president
- Commercial awareness gets enhanced by being treasurer regarding local charity

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- **ACTION PLAN**
- **Tutorials with seminars**
- As influenced by Di Gregorio *et al.* (2019), ranging learning mode is purposive for establishing skills range.
- As suggested by Skoyles, Bullock and Neville (2019), it can support me to establish skills of evaluation with reflection that also enable me to identify certain of keys to efficient presentation skills and teamwork skills as well.

4. Understanding of work and advice from job centres and recruitment agencies

- *Tailoring CV accordingly*
- As observed by Stewart (2020), better recruitment agencies can boost up this, in case, if they are achieving to put forward regarding multiple ad ranging roles as being sure for mentioning it to their consultants.
- *Being organised, punctual*
- Henceforth, as analysed by Byrne (2020), neither recruitment agencies nor employers can waste time upon unreliable, flaky jobseekers.

References

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THANK YOU
FOR
YOUR

ATTENTION
ANY QUESTIONS?